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GOVERNMENT OF PUERTO RICO

DEPARTMENT OF EDUCATION

OFFICE OF THE COMMISSIONER

SAN JUAN

March 24, 1939

ADDRESS ALL OFFICIAL COMMUNICATIONS TO THE COMMISSIONER OF EDUCATION SAN JUAN, P. R.

Circular Letter No. 152

To: Superintendents of Schools
and English Field Assistants

Re: GENERAL INSTRUCTIONS FOR
ENGLISH FIELD ASSISTANTS

Ladies and Gentlemen:

The following points are offered for the information and guidance of English Field Assistants:

I. REPORTS OF WORK

Since many of our English Field Assistants have suggested that it would simplify matters considerably if they could submit their reports every four weeks instead of every three weeks, we wish to advise you that from this date they may be sent to this office at the end of every school month. For the remainder of this school year, therefore, reports will be due on April 21, May 19, and June 16.

It is not necessary to make a detailed report of the work of each teacher visited. Please use the following form in listing your visits:

Date	Name of Teacher		Time	No. of Visits to Date	Total Time
3/8/39	John Doe	Eng. Grade III	45'	2	90'
3/9/39	María Negrón	S.S. Grade VII	45'	3	135'
.....	.....	.....	...	.....	....
.....	.....	.....	...	.....	....

Total number of visits for month _____
Total time in minutes ..... _____
Average time per visit ..... _____

For this purpose, the English Field Assistant may find it convenient to use the form "Monthly Report of Visits," which can be obtained from the Superintendent of Schools.

Should this form be used, please make sure that the items suggested above are added.

The notes and observations made by the English Field Assistant on the work of each teacher should be kept on file in his office for use in case we call for a detailed report on an individual teacher. These notes are to be used also in making your final report for the year.

Please make a tabulation of the common errors in pronunciation which have been selected as material for discussion in the professional classes. A brief statement of the work thus covered should also be made.

II. TEXTBOOKS FOR PROFESSIONAL CLASSES

Kindly request that the textbooks for professional classes be bought at the earliest possible time.

III. CHANGES IN SCHEDULE OF PROFESSIONAL CLASSES

In case of necessary changes in the schedule of professional classes, please notify the Central Office.

IV. DIAGNOSTIC TEST

The enclosed diagnostic test should be given to all teachers at the earliest possible date, and it should be given again at the end of the year to determine the degree of improvement attained by teachers. Please send us a report listing the results. If a diagnostic test has already been given, please give the enclosed test also and send us the results of both tests.

Directions for administering and grading this test are included in the Instruction Sheet. Please adhere to it closely.

We should appreciate any suggestions the English Field Assistants may wish to make.

Very truly yours,

(Signed) JOSÉ M. GALLARDO
Commissioner of Education

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